

# MFASIS ACCOUNTING SYSTEM

## SYSTEM INTRODUCTION

---

### MASTER TABLE INQUIRY

#### Accessing MTI

The Master Table Inquiry (MTI) module permits you to display and modify entries from master tables on your screen. The entries will be formatted screens similar to the screens used for entering and correcting financial transactions. The *Master Tables* section contains a complete list of all MFASIS tables along with samples of each table's input screen.

Sign on instructions are located in the section titled *Your Link to MFASIS*. Master Table Inquiry can be invoked from the MFASIS Sign-on Screen by choosing option **I**.

#### Formatted Screens

The first line of the screen is the action line. The action line consists of four fields. The first field is the **ACTION** field, which is used to enter MTI commands. The second field is the **SCREEN** field, which displays the current table identifier. The final two fields fall under the label **USERID**. These two fields identify the user to MTI. These fields provide the means for restricting access to certain tables and table data. The User ID must be entered on the MFASIS Sign-on Screen before access to the system will be allowed. On the right side of the action line the system displays the current date and time.

Following the action line, are the screen constants and data fields. Screen constants are displayed at normal intensity, while data fields are highlighted.

The key fields for each table are designated on the screen with equal (=) signs. If the data is presented in a columnar format, equal signs appear under the field name. If the data is presented in a tagged format, an equal sign appears to the right of the field name. These key fields are unique in that there can only be one entry per unique key in each table. In retrieving table entries it is necessary to specify the key of the desired table entry. The remaining fields, which follow the key fields, are referred to as result fields. These fields contain the information that is related to the key.

At least one line at the bottom of the screen will be reserved for error messages. The figure below shows a sample of a formatted screen for the Account Type Table.

# MFASIS ACCOUNTING SYSTEM

## SYSTEM INTRODUCTION

### Account Type Table

ACTION: R SCREEN: ACCT USERID: ACAM		08/05/98 01:10:13 PM	
A C C O U N T T Y P E			
ACCOUNT			
TYPE	NAME	SHORT NAME	
=====	-----	-----	
01- 01	ASSETS	ASSETS	
02- 02	LIABILITIES	LIABILITIES	
03- 03	FUND BALANCE	FUND BALANCE	
04- 11	ASSET OFFSET TO EXPENSES	ASSET OFF EX	
05- 18	MEMO PRE-ENCUMBRANCE	MEMO PRE-ENC	
06- 19	MEMO ENCUMBRANCE	MEMO ENCUM	
07- 20	PRE-ENCUMBRANCES	PRE-ENCUM	
08- 21	ENCUMBRANCES	ENCUMBS	
09- 22	EXPENDITURES/EXPENSES	EXPEND/EXP	
10- 23	EXPENDITURES	EXPENDITURES	
11- 24	EXPENSES	EXPENSES	
12- 31	REVENUE	REVENUE	
13- 32	REVENUE COLLECT	REV COLLECT	
14- 39	REVENUE TRANSFER	REV TRANSFER	

### Actions for Displaying Table Entries

There are three different MTI actions which you can use to display entries from the table you have selected.

#### Get Action

Use the Get action to display one or more specific entries from the current table. To use the Get action you must know all of the key fields for the entry or entries you wish to display. To use this action type **G** in the **ACTION** field, enter data into each key field for every entry you wish to display, and then press the **<Enter>** key. MTI will retrieve and display the complete entries.

The following screens illustrate the sequence of displays that would occur for a Get action on Account Type (ACCT). As shown in the first example, type **G** in the **ACTION** field and enter the account codes for the Account Type entries you wish to display. When the **<Enter>** key is pressed, the complete table entries are displayed, as shown in the second example.

# MFASIS ACCOUNTING SYSTEM

## SYSTEM INTRODUCTION

---

### Example Using Get Action

ACTION: G SCREEN: ACCT USERID: ACAM			08/05/98 02:59:02 PM	
A C C O U N T T Y P E				
ACCOUNT				
TYPE	NAME	SHORT NAME		
=====	-----	-----		
01- 01				
02- 02				
03- 03				
04- 22				
05- 31				
06-				
07-				
08-				
09-				
10-				
11-				
12-				
13-				
14-				

ACTION: G SCREEN: ACCT USERID: ACAM			08/05/98 03:01:08 PM	
A C C O U N T T Y P E				
ACCOUNT				
TYPE	NAME		SHORT NAME	
=====	-----		-----	
01- 01	ASSETS		ASSETS	
02- 02	LIABILITIES		LIABILITIES	
03- 03	FUND BALANCE		FUND BALANCE	
04- 22	EXPENDITURES/EXPENSES		EXPEND/EXP	
05- 31	REVENUE		REVENUE	
06-				
07-				
08-				
09-				
10-				
11-				
12-				
13-				
14-				

# ***MFASIS ACCOUNTING SYSTEM***

## **SYSTEM INTRODUCTION**

---

### **Scan Action**

The Scan action is similar to the Get action in operation. However, instead of displaying only specified table entries, it will retrieve and display enough successive entries to fill the screen, starting with the entry that matches the first specified key value. If no match is found, then the display begins with the first entry whose key value follows the specified key value in sequence. Thus the Scan action uses the specified key value as a starting point and displays successive entries starting at that point in the file.

To use the Scan action, enter **S** in the **ACTION** field, and optionally enter data into the key fields on the first line.

The examples that appear below show the entries that would be displayed from Account Type if **01** was specified as the key field.

If a Scan action fills a screen with entries and more entries remain to be displayed, MTI will place an **R** (refill) in the **ACTION** field. If you wish to continue scanning, merely press the **<Enter>** key, and the screen will be refilled with more entries.

The Top action is a variation of the Scan action that will automatically scan from the beginning of the table regardless of the value of the key fields that appear on the screen. To use this action, type **T** (top) in the **ACTION** field then press the **<Enter>** key.

There are two additional features of the Scan action. The Previous Screen action will display the previous screen scanned. To use this feature type **<** in the **ACTION** field and press the **<Enter>** key. After using the Previous Screen action one or more times you may use the Next Screen action to scan forward. To use this feature type **>** in the **ACTION** field and press the **<Enter>** key. You are limited to five screens when scanning backward and forward using these actions.

# MFASIS ACCOUNTING SYSTEM

## SYSTEM INTRODUCTION

---

### Example Using Scan

ACTION: S SCREEN: ACCT USERID: ACAM			08/05/98 02:59:02 PM	
A C C O U N T T Y P E				
ACCOUNT				
TYPE	NAME	SHORT NAME		
=====	-----	-----		
01- 01				
02-				
03-				
04-				
05-				
06-				
07-				
08-				
09-				
10-				
11-				
12-				
13-				
14-				

ACTION: R SCREEN: ACCT USERID: ACAM			08/05/98 03:23:26 PM	
A C C O U N T T Y P E				
ACCOUNT				
TYPE	NAME		SHORT NAME	
=====	-----		-----	
01- 01	ASSETS		ASSETS	
02- 02	LIABILITIES		LIABILITIES	
03- 03	FUND BALANCE		FUND BALANCE	
04- 11	ASSET OFFSET TO EXPENSES		ASSET OFF EX	
05- 18	MEMO PRE-ENCUMBRANCE		MEMO PRE-ENC	
06- 19	MEMO ENCUMBRANCE		MEMO ENCUM	
07- 20	PRE-ENCUMBRANCES		PRE-ENCUM	
08- 21	ENCUMBRANCES		ENCUMBS	
09- 22	EXPENDITURES/EXPENSES		EXPEND/EXP	
10- 23	EXPENDITURES		EXPENDITURES	
11- 24	EXPENSES		EXPENSES	
12- 31	REVENUE		REVENUE	
13- 32	REVENUE COLLECT		REV COLLECT	
14- 39	REVENUE TRANSFER		REV TRANSFER	

# ***MFASIS ACCOUNTING SYSTEM***

## **SYSTEM INTRODUCTION**

---

### **Leaf Action**

The Leaf action can be used to facilitate navigation in cases where entries contain more fields than can be accommodated on a single screen. Tables with large entries may have more than one screen associated with them. To use the Leaf action, type ***L*** in the **ACTION** field, the screen ID to which you want to leaf in the **SCREEN** field, and press the **<Enter>** key. The Leaf action is similar to the Scan action except that fields are mapped from the first line on the original screen to any corresponding fields on the screen to which you are leafing before the scan is invoked. However, mapping only occurs if the field is a key field on the screen to which you are leafing.

Some screens have a related screen defined in the system as the default leaf screen. To leaf from one screen to its default leaf screen all that is required is to type ***L*** in the **ACTION** field and press the **<Enter>** key. The examples below show how the Leaf action is used to display a second screen for Vendor.

Leafing is also available from MTI to transaction input forms. While in a master table type ***L*** in the **ACTION** field; then, in the **SCREEN** field, type the two character transaction code you wish followed by two spaces (the transaction code should be the only data in the **SCREEN** field); then press the **<Enter>** key. You are then taken directly to an empty transaction input form for the transaction type you chose.

# MFASIS ACCOUNTING SYSTEM

## SYSTEM INTRODUCTION

### Example Using Leaf

ACTION: L SCREEN: VEN2 USERID: AFIN		08/05/98 07:30:57 PM	
V E N D O R ( 1 O F 2 )			
VENDOR= E010000322			
VENDOR TYPE:		MISC VENDOR IND: N	LAST ACTION DATE: 07 06 98
FED ID NUM: E010000322			
----- VENDOR ADDRESS -----		----- ALTERNATE ADDRESS -----	
NAME: PASSADUMKEAG TOWN OF		:	
ADDRESS: PO BOX 45		:	
:		:	
CITY: PASSADUMKEAG		STATE: ME	:
ZIP: 04475		:	
ADDL ADDR:		CUSTOMER ACCT:	
CONTACT:		A/R CONTACT:	
PHONE:		COMMENT:	
PYMT HOLD IND: N SCHD PYMT DAY: SINGLE CHECK: EFT STATUS/TYPE: N /			
CALENDAR YTD AMT:		24,530.68	PRIOR CALENDAR YEAR AMT: 37,427.09
FISCAL YTD AMT:		6,783.45	PRIOR FISCAL YEAR AMT: 27,882.09

ACTION: R SCREEN: VEN3 USERID: AFIN		08/05/98 07:31:44 PM	
V E N D O R ( 2 O F 2 )			
VENDOR= E010000322			
PREVENT DELETION:		DELETION CONTACT:	TAX CODE:

# MFASIS ACCOUNTING SYSTEM

## SYSTEM INTRODUCTION

---

TEXT IND:	DISCOUNT TYPE:	BACKUP WITHHOLDING IND:
1099 IND: N		
FEDERAL ID TYPE:	FEDERAL ID NUMBER: E010000322	NAME CONTROL:
----- VENDOR INDICATORS -----		
--		
DEALER: N	MANUFACTURER: N	FACTORY REP: N
JOBBER: N	RETAILER: N	COMMODITY:
INDIVIDUAL: N	PARTNERSHIP: N	INCORPORATED: N
MINORITY:	SMALL BUSINESS: N	IN-STATE: N
----- REPORT INDICATORS -----		
--		
REPORT 1:	REPORT 2: XX	REPORT 3:
REPORT 4:	REPORT 5:	



# MFASIS ACCOUNTING SYSTEM

## SYSTEM INTRODUCTION

---

### Actions for Modifying Table Entries

The Add, Change, and Delete actions, described below, are used to modify tables.

#### Adding Table Entries

The Add action adds new entries to a table. To use this action, enter an **A** in the **ACTION** field, enter values for all of the required fields for each new entry, and press the **<Enter>** key.

Note that the entry is not actually added to the table until you press the **<Enter>** key. This means that you can check data and correct any obvious keying errors as long as the screen is still displayed. Press the **<Enter>** key only when you are satisfied that the entry is correct.

Once the **<Enter>** key is pressed, all necessary editing of the field values takes place. If any fields have been entered incorrectly, the system will respond with an error message. MTI will not add a record if any of the fields have not passed the necessary edits. Only those lines with no errors will be added. Lines with errors will be redisplayed so that the user may correct them. If all the entries have passed the edit process, MTI will display the following message:

\*L030 ALL LINES ADDED

#### Changing Table Entries

The Change action is used to modify result fields in existing table entries. In order to use the Change action, first display the line or lines to be changed with a Get or Scan action. Now type a **C** in the **ACTION** field and make the desired changes to the result fields. Press the **<Enter>** key. Note: a key field can not be changed. In this case the existing entry must be deleted and the new entry must be added.

When the **<Enter>** key is pressed, all of the attempted changes are subjected to the necessary edits just like with the Add action. Before any changes are accepted, the user must correct any errors detected by the system.

#### Deleting Table Entries

The Delete action deletes entries from a table. To use this action, type a **D** in the **ACTION** field, enter data into all of the key fields of each entry to be deleted, and then press the **<Enter>** key. Once the **<Enter>** key is pressed, the deleted line or lines will be displayed on the screen, including all result fields. Thus, if you erroneously delete an entry, you may type an **A** in the **ACTION** field and press the **<Enter>** key to restore the entry.

Optionally you may first display the line or lines to be deleted with a Get or Scan action. Then type a **D** in the **ACTION** field and press the **<Enter>** key. Be careful when using this method since any entry displayed on the screen when the **<Enter>** key is pressed will be deleted. Again, the deleted line or lines will be displayed on the screen, including all result fields. Thus, if you erroneously delete an entry, you may type an **A** in the **ACTION** field and press the **<Enter>** key to restore the entry. Upon executing a successful Delete action, MTI will display the following message:

\*L032 ALL LINES DELETED

# MFASIS ACCOUNTING SYSTEM

## SYSTEM INTRODUCTION

---

### Retrieving Table Entries

Occasionally when performing table maintenance a screen will contain entries, the result of a Scan or Get action, which are not to be modified. MTI will ignore these entries if the first character of each entry is blanked out. To do this type a space in the first character. Then, when MTI actions are performed, the actions will only apply to entries whose first character is not a space.

### Miscellaneous

There are five miscellaneous actions recognized by MTI. These are actions described below.

- **New Screen**

The New Screen action allows you to go from one table to another or to clear all entries currently displayed on the screen. To use the New Screen action, type an *N* in the **ACTION** field, type the new Screen ID in the **SCREEN** field (or, to clear entries leave the Screen ID as is), and press the *<Enter>* key. The screen for the table you requested will be displayed without any data.

- **Displaying More Messages**

When there are more messages resulting from an MTI action than can be displayed at the bottom of the screen, MTI prompts the user to display additional messages with the More action. In this case you will notice an *M* in the **ACTION** field. Simply press the *<Enter>* key to scroll through all the messages.

- **Pausing out of the Session**

The Pause action ends the MTI session and saves the current screen contents. The next time that you sign on to MTI, the screen contents as they were at the time of the Pause action will be displayed.

To use the Pause action, type a *P* in the **ACTION** field and press the *<Enter>* key. The MFASIS Sign-on Screen will be displayed.

- **Zooming**

The Zoom action initiates a new MTI session while saving the current session. When you then exit the new session, the screen contents as they were at the time of the Zoom action will be displayed. You may use the Zoom action to initiate as many as ten new MTI sessions. As you exit each session you are returned to the session just prior to the last Zoom action.

To use the Zoom action, type a *Z* in the **ACTION** field, type the Screen ID you would like to view in the new session, and press the *<Enter>* key. The desired screen, in the new session, will be displayed. At this point you may perform whatever MTI actions you wish, even moving from table to table. To return to the previous session, type *E* in the **ACTION** field and press the *<Enter>* key.

# MFASIS ACCOUNTING SYSTEM

## SYSTEM INTRODUCTION

---

- **Ending the Session**

The End action ends the MTI session without saving the current screen contents.

To use the End action, type an **E** in the **ACTION** field and press the **<Enter>** key. The MFASIS Sign-on Screen will be displayed.

## Information and Error Messages

MTI messages are comprised of three parts. The first part is the line identifier. The line identifier associates the message with a line on the screen. If the message applies to the action line, the line identifier will be **A-** otherwise, the line identifier will be the number of the entry on the screen to which the message applies. The second part of the message is the error code. All error codes are five characters in length. Following the error code is the error message text. All messages are limited to thirty characters.

Example:                      01-\*L001 INVALID TABLE ID

## MTI Default Actions

As you enter actions and process entries, MTI automatically fills in the **ACTION** field with the most logical action that would follow the action you just entered. If the action thus displayed by MTI matches the next action you wish to take, then you need not type anything in the **ACTION** field. The actions automatically displayed by MTI are summarized below:

MTI Default Actions	
<u>After This Action:</u>	<u>MTI Will Display:</u>
A - Add	A - Add
C - Change	C - Change
D - Delete	D - Delete
G - Get	G - Get
L - Leaf	R - Refill
N - Next Table	S - Scan
R - Refill	R - Refill (S if end of table reached)
S - Scan	R - Refill (S if end of table reached)

None of the actions is actually executed until you press the **<Enter>** key. This is particularly important when you are using the actions that modify tables (i.e. Add, Change, Delete). You can check data and correct any obvious errors at any point before pressing the **<Enter>** key. The current displayed action can also be cancelled by typing a different action before pressing the **<Enter>** key.